



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date <b>March 5, 1975</b>		<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. <b>162</b>				Date Received <b>MAR - 6 1975</b>	Application No. <b>314-A</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Georgia Department of Agriculture Markets Division - Warehouse Section 19 Hunter St., SW Atlanta, Georgia 30334</b>				4. Person to Contact <b>Jack Hardin</b>	
				5. Working Title <b>Section Chief</b>	
				6. Tel. No. <b>656-3676</b>	
7. ACTION REQUESTED TO AMEND DISPOSITION STANDARD 314, 11/21/72 <input type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series <b>1954 to Date</b>		9. Exact Series Title <b>LICENSED TOBACCO WAREHOUSE FILES</b>			
10. What is the function of the office in which this record series is created?  The Section administers the Warehouse Act (Ga. Code Ann. 111-5) providing the licensing of warehouses for the storage of agricultural products. It receives applications for the licensing of warehouses, issues the original license if application is qualified, similarly issues annual renewals of license; conducts quantitative inspections of warehouses against reported storage; recommends to the Commissioner of Agriculture the revocation of licenses for cause. Receives application for and issues public weighers license.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).  Documents relating to the authorization for the storage of tobacco.  Included are: Original Application for Tobacco Warehouse License Current Statement of Insurance Evidence of Weigher's Current Bond Application for License Permit as a Certified Public Weigher Weigher's Bond  The files are arranged alphabetically by City; thereunder by warehouse.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				1 2	
Legal-size File Drawers		8	20	Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s)	
				This Year's Last Year's Preceding Year's All Prior Years'	
				AVERAGE DAILY REFERENCES	
				2 1	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [X]
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. ☐ [ ] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [ ] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 2 years:

- a. ☐ [ ] STATE LAW    b. ☐ [ ] STATUTE OF LIMITATION    c. ☐ [ ] AUDIT PERIOD    d. ☐ [ ] FEDERAL LAW    e. ☒ [X] ADMINISTRATIVE DECISION    f. ☐ [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

Experience has shown that the files will be needed for two (2) years.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ [X] CALENDAR YEAR ☐ [ ] FISCAL YEAR ☐ [ ] OTHER \_\_\_\_\_, then:

- ☐ [ ] Hold in the current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s):
- ☐ [ ] Transfer to ☐ [ ] State Records Center ☐ [ ] Local Holding Area; hold \_\_\_\_\_ year(s):
- ☐ [ ] Destroy.
- ☐ [ ] Transfer to State Archives for permanent retention.
- ☐ [ ] Destroy immediately after cut-off.
- ☐ [ ] Other: (Specify)

Upon issuance of new Tobacco Warehouse License and new Weigher's License prepare new folder; place the current weigher's bond, the new Tobacco Warehouse License, and the new Weigher's License in the new folder. Place old folder in the inactive file; cut off inactive file at the end of each calendar year; hold in current files area 2 years; then, destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Ellis D. Sikes</i>	<i>Feb 6-1975</i>		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> [ ] Approved <input type="checkbox"/> [ ] Disapproved		
	State Auditor/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	<i>William M. Vigen</i>	<i>3-14-75</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	<i>Carolee Hart</i>	<i>3-13-75</i>
	Attorney General/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	<i>W. M. Thell</i>	<i>3-17-75</i>

STATE RECORDS  
COMMITTEE